



Summer Food Service Program



Bulletin

Child Nutrition Programs

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To: SFSP Sponsors
Program Reviewers

Date: March 16, 2016

Bulletin: 2016 – 7

From: Alicia Stephens
SFSP Program Specialist

Subject: USDA Policy Memos and Information

USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

Additional Topics:

- SFSP 2016 Annual Training
- Procurement Updates on EED Website
- Updated Permanent Agreement – All Programs
- Alaska Seafood Purchasing Guide for Schools
- Coming Soon! Summer Food, Summer Moves
- Serving High Quality Meals in Summer Webcast
- Mobile Route Maker
- Proactive Planning: What to do this Month
- Choosing Sites for Success!
- Upcoming SFSP Webinars & Conference Calls

Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

Additional Topics

- **SFSP 2016 Annual Training**
SFSP training is required every year in order to be an eligible sponsor and receive reimbursement for participation in summer 2016. New and returning sponsors and administrators must attend one of the following trainings and interested programs not currently participating are also welcome to attend.
 - In person training will be held at the Anchorage Courtyard Marriott at 4901 Spenard Road on **Thursday, March 24, 2016**. *Registration is now closed for this training.*
 - Distance training for school sponsors will be held on **Thursday, April 7, 2016**.
 - Distance training for all other sponsors unable to travel to Anchorage will be held **Thursday, April 14th**.

Distance delivery participants will receive materials prior to the training date, so please register in advance. Submit your training registration to cyde.coil@alaska.gov

Additionally, to assist with planning, please submit your organization's **Intent to Operate** form to Cyde by **May 2, 2016**.

- **Procurement Updates on EED Website** <https://education.alaska.gov/TLS/CNP/procurement.html>
Currently the procurement section of the EED is undergoing some changes. A few of these updates include:

- Procurement Fact Sheet
- Procurement Plan Prototype
- Recorded Webinars:
 - Informal Procurement
 - Procurement Plan

All sponsors are required to have a procurement plan and can use the prototype provided. The above tools are to help sponsors refine procurement policies and procedures and ensure compliance with the new Uniform Grant Guidance (2 CFR, Part 200).

- **Updated Permanent Agreement – All Programs**

The Alaska Child Nutrition Program Permanent Agreement has been updated and is inclusive of all programs (you do not need to sign separate ones for CACFP & SFSP for example). All sponsors are required to sign and submit the new agreement for program year 2016 and will be kept in programs' permanent file.

We will require this with 2016 SFSP applications and will not approve without the updated version. If you have already signed and submitted for CACFP, please indicate via email prior to submitting your complete application. You can find the updated agreement with this bulletin on the [SFSP bulletins](#) page.

- **Alaska Seafood Purchasing Guide for Schools**

This guide is intended to help food service professionals in Alaska school districts navigate and purchase Alaska seafood supplies. This is also a good resource for Summer Food Service Programs. You can find the guide [here](#).

- **Coming Soon! Summer Food, Summer Moves**

Coming Soon! *Summer Food, Summer Moves*—a fun, hands-on resource kit designed to help summer meal site operators get kids and families excited about healthy eating and physical activity during the summer months. In addition to the *Summer Food, Summer Moves* resource kit, FNS will release a brochure and infographic that schools and community groups can distribute to parents to increase awareness of the importance of healthy food choices and physical activity during the summer months. Be on the look out for these awesome new resources!



- **Serving High Quality Meals in Summer Webcast Recording**

This webcast for summer sponsors highlights tips and best practices for serving high quality meals that children enjoy and are nutritious. The webcast includes strategies for working with vendors, incorporating local foods into menus and utilizing Team Nutrition Resources to compliment the nutrition messages taught by serving healthful meals! <http://www.fns.usda.gov/fns-media>

- **Mobile Route Maker**

This new tool allows Summer meal sponsors, vendors and State agencies to create mobile meal routes using data from the Capacity Builder. This tool will help a variety of audiences allocate resources effectively and in a cost effective way. <http://www.fns.usda.gov/mobile-route-maker>

- **Proactive Planning – What to do this Month**

- Review sites and ensure you are aware of their locations, operational hours, staff, and dates for monitoring.
- Think about how meals will be delivered to the sites and how many will be served.
- Complete preoperational site visits.
- Ensure administrative staff is trained.
- Finish Application/Renewal forms and contract with your food service management company, if applicable.
- Check with your State agency to determine if there are any potential sites lacking sponsors or areas lacking sites and sponsors and consider extending service to those areas.
- Reach out to your local schools, and ask how they are willing to be engaged in Summer Meals this year.
- Begin Kick-Off Event planning with your local community and State agency.

For more information on what you can be doing to prepare for Summer, check out the Proactive Planning for Sponsors Toolkit page! http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Proactive_Sponsors.pdf

- **Choosing Sites for Success!**

A well-coordinated site recruitment strategy helps sponsors ensure that children have access to the foods they need to thrive all year round. Successful summer meal sites share common characteristics:

- **IMPACT:** Sites should be located in high-need neighborhoods and communities with large concentrations of children. Sponsors can utilize the Capacity Builder (<http://www.fns.usda.gov/capacitybuilder>) to target areas that would benefit from a summer meal site.
- **ACCESSABILITY:** Sites should be easy to reach by foot, car, and public transit. Sponsors can use the new Mobile Route Maker tool to identify gaps in service in the neediest areas, plan the most efficient monitoring routes, and find routes to local food vendors to create fresh local meals (<http://www.fns.usda.gov/mobile-route-maker>).
- **SAFETY:** Sites located in “trusted” venues, such as schools, places of worship, and libraries, are generally more successful. Sponsors can check out the SFSP Toolkit pages on working with schools and libraries for best practices (<http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Schools.pdf>, <http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Libraries.pdf>).
- **“MEAL-FRIENDLINESS”:** Ideal sites have tables and chairs readily available, kitchens to prepare and clean up meals, large refrigerators to store leftovers, and restrooms for kids and staff to use when needed. Check out the recently updated Nutrition Guide for Sponsors (<http://www.fns.usda.gov/sites/default/files/NutritionGuide.pdf>) for more information!

- **Upcoming SFSP Webinars & Conference Calls**

- **Share Our Strength – Enriching Your Summer Meal Programs **Thursday, March 31st at 10:00AM****

What can you do this summer to get kids interested in attending meal programs – and excited to keep coming back? Combining enrichment activities with summer meals can create meaningful, fun experiences that nourish minds and bodies. Join our webinar to learn about a new USDA toolkit to help boost programs, how low-cost books from First Book are being used in combination with summer meals, and how a sponsor is using SNAP-Ed funding to create new summer meal sites with nutrition education programming. Click [here](#) to register.

- **FRAC – Targeting Mobile and Rural Organizations to Expand Reach of Summer Nutrition Programs **Thursday, April 7th at 9:00AM****

Summer meal expansion efforts in rural and underserved areas require innovative and creative thinking in order to fill the hunger gap for low-income children. Join us to learn how summer

meal champions are targeting mobile and rural organizations to help support programming, transportation, and meal delivery in hard to reach areas. Click [here](#) to register.

Calendar of Upcoming Events & Deadlines	
Annual SFSP Training in Anchorage	March 24, 2016
Share Our Strength Enriching Your SFSPs Webinar	March 31, 2016
Distance SFSP Training for School Sponsors	April 7, 2016
FRAC Targeting Mobile & Rural Webinar	April 7, 2016
Distance Training for All Remaining SFSP Sponsors	April 14, 2016
SFSP Applications Due for Sponsors Requesting Advance Payments	April 15, 2016
Final day to submit SFSP Applications <u>All applications must be submitted</u> <i>no later</i>	June 15, 2016

Contact Information

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Commonly Used Acronyms

SFSP – Summer Food Service Program
CNP – Child Nutrition Programs
WRO – Western Region Office
FNS – Food & Nutrition Services
FNSRO-Food & Nut Services Reg. Office
USDA – U.S. Department of Agriculture
EED – Education & Early Development
DEC – Department of Conservation
LEA – Local Education Agency



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